

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 20-15

LI 20-15  
PERSONNEL  
Revised 16 April 1974

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SUBJECT : Salary Checks and Time and Attendance Reports

REFERENCES: (a) LI 20-16  
(b) [REDACTED]

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STATINTL

1. GENERAL

This instruction implements the references and prescribes responsibilities and procedures with respect to salary checks, and Time and Attendance (T&A) reports.

2. RESPONSIBILITIES

- a. The Executive Officer, Office of Logistics (EO/OL) shall:
  - (1) Provide an authorized courier for the pickup and delivery of salary checks.
  - (2) Maintain a current roster of designated T&A clerks for OL.
- b. OL staff and division chiefs shall:
  - (1) Designate personnel within their jurisdiction to receive and distribute salary checks; maintain T&A reports and control lists; certify the correctness of the reports, except for those individuals authorized compensation or compensatory time for overtime in accordance with reference (a); and communicate with the Payroll Branch, Office of Finance, in regard to the subject and related matters.
    - (a) Designees may be branch or section chiefs, or an administrative person or persons in the staff, division, or branch.

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- (b) Designees shall be sufficient in number (one per 25 or 30 employees is recommended) to adequately cover the organization, and must be in a position to attest to the correctness of T&A reports for the personnel concerned. When it is desired that designees be restricted to a few personnel within the office of the chief, necessary controls shall be established to provide for accurate completion of the T&A reports; this may be accomplished by requiring branch or section chiefs to initial the reports prior to forwarding them to the authorized designee for certification.
    - (2) Furnish the EO/OL with any changes in personnel authorized to certify T&A reports.
  - c. Designees shall be responsible for the accomplishment of the duties specified in paragraph 2b(1) above and for carrying out the instructions outlined in reference (b).
3. PROCEDURE
- a. An authorized courier shall pick up from the Payroll Branch the salary checks and the Check Issue Lists and deliver them to OL/Registry for distribution to the staffs and divisions.
  - b. Each authorized designee, in providing for the distribution of salary checks and the preparation and maintenance of T&A reports and control lists, shall:
    - (1) Check each check received against the Check Issue List for accuracy.
    - (2) Distribute the checks.

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- (3) Maintain and prepare T&A reports and control lists, in accordance with reference (b).
- (4) Forward the completed T&A reports and control lists to the Payroll Branch for their receipt no later than 1500 hours on the Monday following payday.

  
FRANCIS J. VAN DAMM  
Director of Logistics

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LOGISTICS INSTRUCTION  
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SUBJECT : Salary Checks and Time and Attendance Reports

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REFERENCES: (a) LI 20-16  
(b) [REDACTED]

~~RESCISSON: LI 20-9 dtd 27 Jan 65.~~

1. GENERAL

This instruction implements the references and prescribes responsibilities and procedures with respect to salary checks, and Time and Attendance Reports.

(T+A)

2. RESPONSIBILITIES

*Office of Logistics (EO/OL)*

a. The Executive Officer, ~~OL~~ shall:

(1) Provide an authorized courier for the pick up and delivery of salary checks.

(2) Maintain a current roster of designated ~~Time and Attendance~~ <sup>T+A</sup> clerks for ~~the Office of Logistics.~~ *OL.*

b. *OL* Staff and ~~Division~~ Chiefs shall:

(1) Designate personnel within their jurisdiction to receive and distribute salary checks and to sign Check Issue Lists; ~~to~~ maintain Time and Attendance Reports and the ~~Time and Attendance Control Lists~~; ~~to~~ certify the correctness of the reports, except for those individuals authorized compensation or compensatory time for overtime in accordance with reference (a); and ~~to~~ communicate with the Payroll Branch, ~~Compensation and Tax Division~~, Office of Finance, in regard to the subject and related matters.

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- (a) Designees may be branch or section chiefs, or an administrative person or persons in the staff, division, or branch.
- (b) Designees shall be sufficient in number (one per 25 or 30 employees is recommended) to adequately cover the organization, and must be in a position to attest to the correctness of ~~Time and Attendance Reports~~ for the personnel concerned. When it is desired that designees be restricted to a few personnel within the office of the chief, necessary controls shall be established to provide for accurate completion of the ~~Time and Attendance Reports~~; this may be accomplished by requiring branch or section chiefs to initial the reports prior to forwarding them to the authorized designee for certification. ~~Executive Officer~~ *EOIDL*
- (2) Furnish the ~~Payroll Branch~~ with any changes in personnel authorized to certify ~~Time and Attendance Reports~~ and to sign ~~Check Issue Lists~~. *TJA*
- c. Designees shall be responsible for the accomplishment of the duties specified in paragraph ~~2b(1)~~ above and for carrying out the instructions outlined in reference ~~(b)~~.
3. PROCEDURE
- a. An authorized courier shall pick up from the Payroll Branch the salary checks and the Check Issue Lists and deliver them to the ~~OL/Registry~~ for distribution to the staffs and divisions.
- b. Each authorized designee, in providing for the distribution of salary checks and the preparation and maintenance of ~~Time and Attendance Reports~~ and the ~~Time and Attendance Control Lists~~, shall: *TJA*

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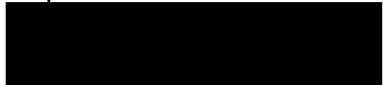
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- (1) Check against the Check Issue List for accuracy each check received, and, upon verification, sign one copy of the list and return it to the Payroll Branch, Compensation and Tax Division, Office of Finance.
- (2) Distribute the checks. *TSA*
- (3) Maintain and prepare ~~Time and Attendance Reports and the Time and Attendance Control Lists~~, in accordance with reference (b). *TSA*
- (4) Forward to the Payroll Branch for their receipt no later than 1500 hours on the Monday following payday the completed ~~Time and Attendance Reports and the Time and Attendance Control Lists~~, together with any supporting documents required.

STATINTL

  
JOHN F. BLAKE  
Director of Logistics

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